

SECRET

12.11-66

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

EXECUTIVE DIRECTOR-COMPTROLLER/ASSISTANT TO THE DIRECTOR FOR PUBLIC AFFAIRS



Approved by
12.11-70

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EXECUTIVE DIRECTOR-COMPTROLLER/
ASSISTANT TO THE DIRECTOR FOR PUBLIC AFFAIRS

Total cubic feet 242.2

Number of cubic feet - Permanent * 61%

Number of cubic feet - Temporary 39%

* 41% of the permanent holdings will be reviewed in 1971 with a hope that the records can be evaluated as temporary.

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RECORDS DISPOSITION AUTHORITY

The disposition instructions in Records Control Schedule 12.11-66 for the Executive Director-Comptroller/Assistant to the Director for Public Affairs have been reviewed and are approved for implementation.

Review:

25X1

Records Analyst

Date

2 November 1966

Approval:

25X1

Chief, Records Administration Staff

Date

2 November 1966

RECORDS CONTROL SCHEDULE

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SCHEDULE NO.

12.11-66

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100040001-8

CONCURRENCE

OFFICE, DIVISION, BRANCH

Executive Director-Comptroller/Assistant to the Director for
Public Affairs

SIGNATURE

25X1

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	STAFF SUBJECT FILE Consists of correspondence, memoranda and reports used in the administration of the Office of Public Affairs. Files are arranged either by subject or by source.	3.	Temporary. Destroy after 2 years. Cut off at end of calendar year and transfer to Records Center. Destroy after 2 years.
2.	REQUEST FILE Consists of correspondence received from private individuals requesting information concerning CIA. Replies to these requests are affixed to and filed with the request. The majority of these requests are from persons seeking brochure or general information for use in fulfilling a school assignment. Requests from cranks, etc. are forwarded to Security Office for processing. January 1966 - Current	1.	Temporary. Destroy after 6 months.
3.	DAILY DIARY FILE a. Consists of transcripts of discussions of phone calls, seeking information on agency, received by the Office of Public Affairs. These calls are received from members of the Press, Radio, T.V. or other news media. b. Consists of 5" x 8" cards used to record name of person calling and date of call. This file is used as cross reference to the detail file as described in (a) above.	5. .7	Permanent. Disposal not authorized. Transfer to Records Center when 2 years old. Permanent. Disposal not authorized. Transfer to Records Center when 2 years old.

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4.	CIA PUBLICITY FILE		
	Consists of copies of newspaper and magazine articles dealing with CIA. These articles cover such subjects as: Appropriations, Cover, Com-promise, Defection, Organization, Personnel Polygraph, etc.	4.3	Permanent. Retain in office area until no longer needed for current operation. Then transfer to Records Center.
5.	PERSONALITIES FILE		
	a. Consists of press and periodical re-leases concerning CIA and OSS personalities. In-cluded are files on General Cabell, Mr. Dulles, Mr. Bissell, etc. Arranged alphabetically by name of personality.	8.	Permanent. Destruction not authorized. Transfer to Records Center in cubic foot lots, when no longer needed for current operation.
	b. Consists of articles written by non-agency and press personalities concerning President Johnson, Charles Bartlett , J. Edgar Hoover, Barry Goldwater, Eisenhower, the Pope, John F. Kennedy, Drew Pearson , etc. These are filed alphabetically by name of individual.	54.	Temporary. Transfer material up through September 1966 to Records Center. Retain in Records Center for 5 years then destroy.
	c. Consists of press and periodical articles written by non-agency personnel about the CIA. 1950 to Current	6.	Permanent. Retain in office area 2 years then transfer to Records Center.
6.	EMPLOYEE CLEARANCE AND CONTACT FILE		
	Consists of copy of clearance form, copy of the CIA employee's manuscript and any corres-pondence between employee and publisher or recipient of the manuscript. 1954 - Current	8.	Temporary. Destroy when 5 years old except for exceptional cases. Screen files annually and transfer cases one year old, in cubic foot lots, to the Records Center. Destroy 4 years later.
7.	PRESS CONTACT FILE		
	a. A 3" x 5" paper file that contains name of outside contact and also name of CIA employee who conversed with this contact. This is a 3 way	.3	Permanent. Disposition not authorized. Retain in office area.
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	<p>file - one copy is filed alphabetically by name of contact and the third by name of CIA employee cleared to converse with press contact.</p> <p>1954 thru 1963</p> <p>b. A 5" x 8" paper file that lists name of outside contact and the name of the press affiliation.</p> <p>1964 - 1965</p>	
8.	<p>PHOTOGRAPHIC FILES</p> <p>Consists of photographs of CIA officials and special events; laying of cornerstone, induction of new director, President Kennedy's visit, etc. These are considered as the record copy.</p>	.8 Permanent. Disposal not authorized.
9.	<p>SPECIAL STUDIES FILE</p> <p>Consists of copies of press clippings pertaining to special events or happenings of particular interest to this agency (T.V., Editorial and Radio).</p> <p>Case filed alphabetically by subject.</p>	7. Permanent. Disposal not authorized. Retain in office area.
10.	<p>CIA REFERENCE FILES</p> <p>Consists of the following CIA produced materials used for purposes of reference:</p> <p>a. Excerpts from Legislative Counsel Journal</p> <p>b. OCI Reports</p> <p>1) Daily</p> <p>2) Weekly</p> <p>c. FBIS Trends</p>	<p>.2 Temporary. Destroy after 1 month.</p> <p>.2 Temporary. Destroy when 1 week old.</p> <p>Temporary. Destroy when 1 month old.</p> <p>.2 Temporary. Destroy when 1 month old.</p>

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	d. Office of Training Bulletins	.2	Temporary. Destroy upon receipt of more current issue.
11.		40.	Permanent. Disposal not authorized. Retain in office area.
12.	<p>PRESS CLIPPING SUBJECT FILE</p> <p>Consists of copies of newspaper and periodical articles of interest to agency administration or operations:</p> <p>a. Master Chrono File. Consists of copies of the above materials filed chronologically.</p> <p>b. Master Subject File. Consists of copies of the above materials filed by subject in accordance with the OCR Subject Guide for Indexing.</p>	2.	Temporary. Destroy after 3 months.
13.	<p>INFORMATIONAL RELEASE FILE</p> <p>Consists of copies of speeches, pamphlets and other brochure that in very general terms describe the mission of CIA. These are disseminated to the public in response to letters requesting information about CIA (item 2).</p>	60.	Permanent. Disposal not authorized. Retire to Records Center when 3 years old. Review for further disposition in January 1971.
14.	<p>CIA IN THE NEWS</p> <p>Consists of Scrapbooks containing 1 copy of news clippings about CIA. There are 20 scrapbooks. This is no longer maintained.</p> <p>1946 - 1963</p>	6.	Permanent. Disposal not authorized. Transfer to Records Center.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
15.	COMMUNICATION FILES a. Consists of copies of log form 311 used to record the receipt, dispatch and disposition of classified material, Secret and below. b. Consists of copies of courier receipts prepared on classified materials dispatched from office and a copy of receipt for incoming materials.	.1 .1	Temporary. Destroy after 3 years. Temporary. Destroy after 3 months.
16.	NEWSPAPER FILE Consists of copies of selected newspapers.	25.	Temporary. Destroy when 1 month old.
17.	CHRONOLOGICAL FILE Consists of copies of outgoing correspondence signed by members of this office. This includes letters in answer to requests for information. 1965 and 1966	1.	Temporary. Destroy after 2 years.

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RECORDS CONTROL SCHEDULE 5
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SCHEDULE NO. 12.11 -66

CONCURRENCE

OFFICE, DIVISION, BRANCH

DCI -- Public Affairs

SIGNATURE

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ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
18.	<p>OFFICE HISTORICAL FILE</p> <p>Memoes and other material relating to the development of the Public Affairs office as it stands today.</p>	1.15	<p>Permanent, of historical value. Retain in office area until no longer needed for current operation; then transfer to Record Center.</p>

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APPROVED

CIA Records Administration Officer

16 July 67
 Date

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100040001-8